

U.S. GOVERNMENT PRINTING OFFICE  
Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

**Miscellaneous Publications**

as requisitioned from the U.S. Government Printing Office (GPO) by the  
Environmental Protection Agency

Single Award

The term of this contract is for the period

**TERM OF CONTRACT:** The term of this contract is for the period beginning **December 1, 2008 and ending November 30, 2009**, plus up to three (3) optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Term of the Contract" clause in Section 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11 a.m., prevailing Washington, DC time, on **November 18, 2008**.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room C-161, Stop PPSB, Washington, D.C. 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised June 2001.

**PRODUCTION AREA:** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 62-mile radius of zero milestone Washington, DC.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER  
SIGNIFICANTLY FROM THE PREVIOUS CONTRACT:

FREQUENCY OF ORDERS, QUANTITY, GOVERNMENT TO FURNISH  
NUMBER OF PAGES, AND GPO CONTRACTOR TERMS

Additional lesser changes are scattered throughout.

Abstracts of contract prices are available at <http://winapps.access.gpo.gov/ppd/abstracts/central/default.asp>

**FOR INFORMATION OF A TECHNICAL NATURE:** Call Mae Dean Rowe (202) 512-1239 (No collect calls).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 8-02

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

GPO Contract Terms (GPO Publication 310.2): <http://www.gpo.gov/printforms/pdf/terms/pdf>.

GPO QATAP (GPO Publication 310.1): <http://www.gpo.gov/printforms/pdf/qatap.pdf>.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Negatives
P-8. Halftone Match (Single and Double Impression)	Camera Copy/Negatives
P-9 Solid and Screen Tint Color Match	Pantone Matching System

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than **30 days** before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed four years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for authorized pricing adjustment(s).

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or

transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to **November 30, 2008**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **September 30, 2008**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PAPER PRICE ADJUSTMENT:** Paper prices charged under this contract will be adjusted in accordance with "Table 6 - Producer Price Indexes and Percent Changes for Commodity Groupings and Individual Items" in Producer Price Indexes report, published by the Bureau of Labor Statistics (BLS), as follows:

1. BLS code 0913-0122 for Offset Book will apply to all paper required under this contract.
2. The applicable index figures for the month of **November, 2008** will establish the base index.
3. There shall be no price adjustment for the first three months of the contract.
4. Price adjustments may be monthly thereafter, but only if the index varies by an amount (plus or minus) exceeding 5% by comparing the base index to the index for that month which is two months prior to the month being considered for adjustment.
5. Beginning with order placement in the fourth month, index variances will be calculated in accordance with the following formula:

$$\frac{X - \text{base index}}{\text{base index}} \times 100 = \text{ } \%$$

where X = the index for that month which is two months prior to the month being considered for adjustment.

6. The contract adjustment amount, if any, will be the percentage calculated in 5 above less 5%.

7. Adjustments under this clause will be applied to the contractor's bid prices for all paper price line items in the Schedule of Prices and will be effective on the first day of any month for which prices are to be adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above.

The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **December 1, 2008 through November 30, 2009** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

## **SECTION 2.- SPECIFICATIONS**

**SCOPE:** These specifications cover the production of cover only or self and separate cover books and pamphlets requiring such operations as electronic prepress, film making, printing, binding, packing, and delivery.

**TITLE:** Miscellaneous Publications.

**FREQUENCY OF ORDERS:** Approximately 0 to 10 orders per month. No more than 3 orders per day will be placed.

**QUANTITY:** Approximately 100 to 10,000 copies per order.

**NUMBER OF PAGES:** Approximately 6 to 640 pages per order. An occasional order will be place with approximately 940 pages.

**TRIM SIZE:** Text - 8-1/2 x 11" Including Album Style. Covers - 8-1/2 x 11" or 11 x 17"

### **GOVERNMENT TO FURNISH:**

Approximately 15% of the orders will be furnished as camera copy consisting of line art, previously printed material and photoprints to be reproduced at various focuses.

Up to 85% of the orders will require the publication to be output from electronic media as follows:

Platform:	MAC/IBM or compatible
Storage Media:	3-1/2" disks, Zip disks, CD-ROM, or JAZZ disks
Software:	PageMaker 6.5 and Quark Express
Fonts:	All screen and printer fonts will be furnished. The contractor is cautioned that furnished fonts are the property of the Government and/or its contractors and may be used only for the purpose of producing material under this contract. Any use other than the contract is in violation of copyright laws. All fonts are to be eliminated from the contractor's archive immediately after completion of the contract.
Additional Information:	The agency anticipates furnishing the most recent versions of platform systems and software packages. All platform and software upgrades (for specified applications) which may occur during the term of the contract must be supported by the contractor.

GPO Form 952 (Desktop Publishing - Disk Information).

Film Negatives.

Full color 35mm slides.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 8/95) with labeling and marking specifications.

Pressure sensitive address labels on marginally punch continuous backing sheets. Labels may be furnished one-up, two-up, three-up or four-up. For orders mailing First Class, labels are not Zip code sorted. For orders mailing Bulk Rate, labels are Zip code sorted. An occasional order may be laser printer type labels without the marginal pin-feed.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**ELECTRONIC PREPRESS:**

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Mr. Randall Bacon on 202-564-9646.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection of the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

The Government will make all author's alterations to the electronic files.

**FILMS:** The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side. All halftones are to be 133-line screen or finer.

**PROOFS:** When indicated on the print order proofs will be required.

One set(s) of Dylux or similar proofs of pages printing in one ink color. One set(s) of color key proofs of pages printing in two ink colors. The proofs must have all elements in their proper position.

**STOCK/PAPER:** The specifications of all paper (text/writing and cover) furnished must be in accordance with those paper specification listed at the end of the paper requirements (Government Paper Specification Standards February 1, 2008 No. 12).  
[http://www.gpo.gov/acquisition/paperspecs\\_voll12.htm](http://www.gpo.gov/acquisition/paperspecs_voll12.htm)

The paper to be used will be indicated on each print order.

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

**Text/Writing:** 100% Recycled White Text/Writing (with 50% PC fiber content), basis weight: 60 lbs. and 70 lbs. per 500 sheets, 25 x 38".

**Use information:** This paragraph is informational only and is not exclusively definitive of the end use. For face and offset printing of periodicals, pamphlets, circulars, and flyers, etc. Printed matter may include text and line illustrations.

**Stock:** 100% chemical pulp

**Note:** Not less than 100% total recovered fiber of which 50 percentage points shall be postconsumer fiber. Postconsumer fiber, in any percent over 50 percentage points, is encouraged, provided that the requirements of this Standard are met.

<b>Basis Weight:</b> 25 by 38 inches, 500 sheets (pounds).	60	70	80
A tolerance of $\pm 5\%$ shall be allowed.			
OR			
Basis weight: 17 by 22 inches, 500 sheets (pound).	24	28	
A tolerance of $\pm 5\%$ shall be allowed.			
<b>Bursting strength:</b> Average, not less than (kPa)	130	160	180
Equivalent (lb/in <sup>2</sup> ) .....		19	24
			27
<b>Opacity:</b> Average, not less than (percent) .....	92	94	95
No individual specimen shall average less than			
(percent) .....	90	92	93
<b>Thickness:</b> Equivalent (inch) .....	0.0051	0.0055	0.0063

A tolerance of  $\pm 0.00005$  inch shall be allowed. Paper shall be uniform and not vary more than 0.0004 inch from one edge to the other.

**Cover:** 100% Recycled White 65 & 80 and Colored Cover (with 50% PC Fiber content), basis weight: 65 lbs. per 500 sheets, 20 x 26".

**Use Information:** This paragraph is informational only and is not exclusively definitive of the end use. For face and back Offset printing of brochures, programs, flyers, circulars, covers for periodicals, pamphlets, etc. Printed matter may include text and line illustrations.

**Stock:** 100% chemical pulp

**Note:** Not less than 100% total recovered fiber of which 50 percentage points shall be postconsumer fiber. Postconsumer fiber, in any percent over 50 percentage points, is encouraged, provided that the requirements of this Standard are met.

<b>Basis Weight:</b> 20 by 26 inches, 500 sheets (pounds).	65	80
A tolerance of $\pm 5\%$ shall be allowed.		
<b>Bursting strength:</b> Average, not less than (kPa)	270	340
Equivalent (lb/in <sup>2</sup> ) .....	40	50
Tearing strength:		
Equivalent (Grams) .....	130	160

#### ***Paper Specifications for BOTH 100% Recycled Text/Writing and Cover***

**General appearance:** Paper shall conform to the standard sample(s) adopted by the Government. Color: The paper in the order (or publications) shall be uniform with a brightness not less than 83% or as specified. The color variation shall not exceed DE (CIELAB) =1.0

For colored stock, paper shall match one of the established standards or a specified. Color shall not fade or transfer (rub off) and shall appear even and uniform on the surface of the sheet. Stock shall not be 2-sided. Color coordinates for selected standards are included in part 3.

**Note:** The closeness of the color match required of the paper supplied shall be designated "precision," "regular," etc. If no designation is specified a "regular" acceptance criteria will be applied to judge acceptability of the color match for hue, chroma, or saturation differences.

Finish and formation: Shall be uniform.

**Cleanliness:** The dirt count for each side of the paper shall not exceed 650 specks per square meter. No sample sheet (600 to 650 cm<sup>2</sup> in size) shall contain more than one defect with an equivalent area of 0.25 mm<sup>2</sup> or greater, unless otherwise specified that the paper must contain fibers or specs.

**Note:** *The cleanliness requirement is automatically waived when the ordering agency has specified a stock, which includes “fibers” or “specks” in the surface of the sheet.*

**Sampling and testing:** Shall be conducted in accordance with standards in Parts 2 and 4, *Government Paper Specification Standards*.

**Qualified product:** All paper shall conform to the above specifications requirements. In order for a brand name paper to be included in the (QPL) listing below, it must have been qualified prior to the issuance of the specifications. The name product shall meet all specifications requirements for qualifications. A minimum of 50 pieces, 215 by 280 mm, or equivalent, in size is required for the qualifications testing/evaluation. (See sample below.)

Awards will be predicated on the use of a product listed below or on a product, which, prior to the time set for opening of bids, has been tested and approved. Once the product is accepted for the QPL, it need not be retested for a 3-year period unless the brand name (product) characteristics have been changed.

The following products (brand name papers) are on the QPL for this program.

Product (Brand) Name*	Manufacturer
Astrolite PC 100	Monadnock (mpm.com)
Confetti	For River Paper Co. (foxriverpaper.com)
Everest	New Leaf Paper (newleafpaper.com)
Evolution	Rolland (rolland.ca)
Genesis	Fraser Paper (fraserpapers.com)
Graphika! 100	Crown Vantage (custispapers.com)
Quest	Fox River Paper Co. (foxriverpaper.com)
Sandpiper	Domtar Paper (domtar.com)

\*Not all products / brands listed above are available in every weight or color (including white) and not all whites and/or colors contain the required minimum of 50% PC; check with the paper supplier/manufacturer. Additionally, some brands may not be equal to the specified cleanliness requirement.

**Samples:** The contractor or paper manufacturer shall provide GPO with a 50-piece sample for evaluation and testing. The sample set shall include an original signed and dated covering document with the following information:

- (A) GPO Program Number
- (B) Marked as OPL Samples;
- (C) Brand name and other identifying features of the product with the target paper characteristics;
- (D) Statement as to the total recycled content and the postconsumer fiber content.

Send the sample set to the following address within 3 workdays after requested by the Government:

U.S. Government Printing Office  
Printing Procurement/Agency Publishing Service  
Ms. Mae Dean Rowe; Program 0185-S  
Stop PP/APS, Room C-817  
North Capitol & H Streets, NW  
Washington, DC 20401



**PRINTING:**

*Text:* Prints head-to-head, head-to-foot or face only in black ink, or a color other than black, or two ink colors.

*Cover:* Covers 1 through 4, or any combination thereof, print in black ink or an ink color other than black or two ink colors. Approximately 16% of all orders require printing on covers 2 and 3.

Match Pantone number as indicated on the print order.

**MARGINS:** Margins will be as indicated on the print order or furnished copy.

Cover pages may bleed all four sides, or as indicated on the print order or furnished copy.

**BINDING:** Bind as indicated on the print order. Various binding styles will be ordered as follows:

Saddle-wire stitch in two places and trim three sides, or at contractor's option, paste on fold. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Perfect-bind text and wraparound cover; trim three sides.

Loose-leaf: Gather text pages in numerical sequence and Trim four sides and shrink-film wrap.

**Shrink-film:** Shrink-film wrap each copy or as specified on the print order.

Approximately 20% of the orders will require self covers.

When indicated on the print order, drill 3 round 3/8" diameter holes, centered on the 11" or 8-1/2" side 4 1/4" center to center. Center of holes to be 3/8" from left edge of product. It is estimated that approximately 3 print orders will require drilling per year.

**PACKING:** Pack in shipping containers. Pallets are required.

Shipping containers shall have a minimum bursting strength of 275 pounds per square inch or a minimum edge crush test (ECT) of 44 pounds per inch width.

Mailed shipments: When required, single copies must be mailed as self-mailed.

Deliveries made to The Radon Information Center, 1355 Beverly Road, Suite 216, McLean, VA 22101; carton should not exceed 35 lbs. Phone (703) 356-5346 24 hours prior to delivery.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Affix a supplied address label to the back of each copy mailed singly as self-mailers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed.

The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

Books

Quantity <u>Ordered</u>	Number <u>Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list under "Schedule".

A copy of the **PRINT ORDER/SPECIFICATION** and a signed Government-furnished certificate of selection must be included.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing.

**DISTRIBUTION:**

Deliver f.o.b. destination approximately 5 to 1,200 copies to approximately five addresses. An occasional order may have 10 or more f.o.b. destination addresses, within the commercial zone of Washington, DC and one address in the Baltimore, MD area via traceable means. Complete addresses and quantities will be furnished with the print orders. Inside delivery to room numbers specified (when indicated on the GPO 2511, or on the distribution information) is required.

Ship/Mail f.o.b. contractor's city approximately 1 to 200 copies too approximately up to 50 national-wide addresses. Agency's Permit Imprint for mailing will be furnished. Complete addresses and quantities will be furnished with the print orders. Inside delivery to room numbers specified (when indicated on the GPO 2511, or on the distribution information) is required, via traceable mean.

Orders which result in mailings of less than 200 pieces or less than 50 lbs. will require the contractor to apply the appropriate postage to each mailing. Contractor will be reimbursed for postage by submitting a properly completed Postal Service form (or equivalent) with the voucher for billing.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

All mailing shall be made at the First Class or Bulk Rate as indicated on the print order.

Mailing Statements (when using EPA's Permit Imprint): The contractor is required to fill in all items on USPS Form 3602 n(statement of mailing with permit imprints), or USPS Forms applicable to the contractor's method of reimbursed postage (when required) and submit in duplicate to the entry post office. The post office will return a verified copy of the USPS form to the contractor. The contractor must immediately forward a copy to: U.S. Environmental Protection Agency; ATTN: Roberta Hinton (3204), 1201 Constitution Avenue, NW Washington, DC 20460. The from must identify the Program Number, Print Order Number, Requisition Number, and Jacket Number. Copies of the mailing statements must be furnished to the preceding address within 7 working days after completion of the mailing.

Upon completion of each order, all furnished materials, films made by the contractor, plus one sample copy must be returned to the address listed under "Schedule".

All expenses incidental to returning materials and furnishing a sample copy must be borne by the contractor.

#### **SCHEDULE:**

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to Environmental Protection Agency, Room G-100, 1201 Constitution Avenue, NW Washington, DC 20460.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Up to 5 orders may be placed on the same date requiring the same schedule.

When dylux and/or color keys are required, contractor must submit proofs within three workdays.

Proofs will be available for pickup by contractor within three workdays after receipt by department.

After receipt of an OK to print, or if proofs are not required, contractor must make complete production and distribution within three workdays for orders of 300,000 or less printed or blank pages.

Contractor will be allowed one additional workday for the production of each additional 100,000 printed or blank pages or fraction thereof.

If revised proofs are required, contractor must submit them within one workday and pick-up edited proofs within one workday.

The ship/deliver date indicated on the print order is the date products ordered ship/delivery f.o.b. destination must be ship/delivered to the destination(s) specified and is the date that product order distributed f.o.b. contractor's city must be mailed/shipped.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, DC area may call toll free 1-800-424-9470 or 9471.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

Transportation charges are not a factor in determining award.

The following item designations correspond to those listed in the "Schedule of Prices".

I (a) 1,674  
(b) 9,370  
(c) 4

	(1)	(2)	(3)	(4)
II. (a)	98	5,238	72	1,182
(b)	2,916	65,132	812	19,480
(c)	7,792	120,914	2,356	46,504
(d)	238	23,800	200	20,000

III. (a) 5,188  
1,224  
(c) 200  
(d) 238

IV. (a) 920  
(b) 104,003  
(c) 414  
(d) 6,252  
(e) 3,810

V. 1. (a) 1,100  
(b) 140

2. (a) 1,050  
(b) 250  
(c) 150  
(d) 225  
(e) 750  
(f) 300

#### SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination to approximately five to 10 addresses in the Washington, DC commercial zone and one address in the Baltimore area. Remainder of orders ship/mailed f.o.b. contractor's city for all other consignments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

Cost of all required paper must be charged under Item IV. A charge will be allowed for each text page, whether printed or blank.

Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

**I. PREPRESS:** Trim/Page-Size: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

A backstrip if required shall be considered part of cover page 1. A separate charge for a backstrip will not be allowed.

Outputting Data from Electronic Media: Prices offered for item I. (b) below shall be all-inclusive for outputting pages from furnished disk in accordance with these specifications.

(a) Trim/Page-size unit from camera copy ..... per page..... \$\_\_\_\_\_

(b) Trim/Page-size unit from electronic file ..... per page..... \$\_\_\_\_\_

No charges will be allowed for films furnished by the Government.

Prices offered for the above line items must be all-inclusive for the performance of operation (flat-tone, line illustrations, square-finish halftone and Government furnished film) that are additional to those specified under items II, and must include the cost of all required material and operations necessary, in accordance with these specifications.

\_\_\_\_\_  
(Initials)

(c) Timework ..... per hour.....\$\_\_\_\_\_

The prices offered for timework must be all-inclusive for the performance of operations that are additional to those specified under item I. (a) and (b) and must include the cost of all required materials and operations necessary, in accordance with these specifications

## II. PRINTING, DRILLING, BINDING AND DELIVERY:

	Black Ink or a Color <u>Other Than Black</u>		Each Additional Color <u>-----of Ink-----</u>	
	Makeready and Setup Charges (1)	Per 100 <u>Copies</u> (2)	Makeready and Setup Charges (3)	Per 100 <u>Copies</u> (4)
(a) Complete Cover .....	\$_____	\$_____	\$_____	\$_____
(b) Saddle-stitched: Printing in a single ink color including binding ..... per page .....	\$_____	\$_____	\$_____	\$_____
(c) Perfect-bound: Printing in a single ink color including binding ..... per page .....	\$_____	\$_____	\$_____	\$_____
(d) Loose-leaf printing in a single ink color including binding ..... per page .....	\$_____	\$_____	\$_____	\$_____

## III. ADDITIONAL OPERATIONS:

- (a) Composite Blueprint, Dylux, or similar  
Proof..... per trim/page-size unit ..... \$\_\_\_\_\_
- (b) Color Key proofs..... per color per trim/page-size unit..... \$\_\_\_\_\_
- (c) Shrink-film wrapping ..... per 100 packages ..... \$\_\_\_\_\_
- (d) Drilling (each run)..... per 100 leaves ..... \$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

**IV. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Text - Each page-size leaf.

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

	<u>Per 100 leaves</u>
(a) White Offset Book 60-lb .....	\$ _____
(b) White Offset Book 70-lb .....	\$ _____
(c) White Vellum-Finish Cover 65-lb.....	\$ _____
(d) Colored Vellum-Finish Cover 65-lb .....	\$ _____
(e) White Vellum-Finish Cover 80-lb.....	\$ _____

**V. PACKING AND DISTRIBUTION:** Prices must be all-inclusive, as applicable, and must include the cost of require material and operations necessary to fulfill the requirements for Item V. Bulk shipments and Mailing in accordance with the specifications.

1. Bulk shipments (other than mail):
  - (a) Packing and sealing shipping  
containers ..... per container ..... \$ \_\_\_\_\_
  - (b) Palletizing ..... per pallet ..... \$ \_\_\_\_\_
2. Mailing:
  - (a) Printing or imaging First Class or Bulk Rate  
Address labels directly onto book or pamphlet for  
single copies (self mailer)..... per 100 labels..... \$ \_\_\_\_\_
  - (b) Affixing furnished labels on First Class or Bulk Rate  
single copies (self mailer) ..... per 100 labels..... \$ \_\_\_\_\_
  - (c) Multiple copies in kraft envelope (up to 200 leaves) .per envelope..... \$ \_\_\_\_\_
  - (d) Single or multiple copies over 200 leaves, up to  
5.4 kg (12 lbs.), in cushioned shipping bags, or  
wrapped in shipping bundles (maximum gross weight  
6.3 kg (14 lbs.)) ..... per bag or bundle..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

(e) Quantities over 5.4 kg (12 lbs.), up to 10.8 kg  
(24 lbs.), wrapped in shipping bundles, or packed  
in shipping containers, at contractors option  
(maximum gross weight 12.2 kg (27 lbs.))  
.....per bundle or container .... \$ \_\_\_\_\_

(f) Applying clear tab(s)/mailing wafer(s) .....per 100 tabs..... \$ \_\_\_\_\_

My production facilities are located within the assumed area of production.....yes.\_\_\_\_\_no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material\_\_\_\_\_

a. Number of hours from acceptance of print order to pickup of Government Furnished Material\_\_\_\_\_

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plan\_\_\_\_\_

2. Proposed carrier(s) for delivery of completed product\_\_\_\_\_

a. Number of hours from notification to carrier to pickup of completed product.....\_\_\_\_\_

b. Number of hours from pickup of completed product to delivery at destination.....\_\_\_\_\_

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two parts (1 and 2) or copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder\_\_\_\_\_

\_\_\_\_\_  
(City - State)

By\_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)